

WV CFIA Project Completion Report Guidelines

- A project completion report must be submitted via mail, email or fax.
- It must be on county letterhead.
- It must be signed by the commission president.
- A project completion report must be submitted before or with a final reimbursement request in order for a final request to be processed.

INCLUDE YOUR CFIA PROJECT NUMBER IN YOUR REPORT

The following is the information suggested for a project completion report:

1. Cost comparisons;
2. Quality of workmanship;
3. Quality of materials used;
4. Employee/Courthouse visitor benefits;
5. Timeliness of contractors/materials;
6. Problem areas;
7. County applicants project overview/recommendations; and
8. Pictures of the completed project, preferably on CD.

Project Completion Reports can be mailed to:

WVCFIA
2003 Quarrier Street
Charleston, WV 25311

Emailed to: melissa.smith@wvcfia.com or Faxed to (304) 558-9174